



# N810 Newsletter



**Updates from the Requirements and Acquisition Branch and Navy JROC POC**

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## MNS, CRD And ORD Staffing Procedures

To avoid any confusion with the changes to the new CJCSI 3170.01A, we would like to review in this edition the established procedures for the staffing of requirements documents by Acquisition Category (ACAT). With the exception of Capstone Requirements Documents (CRDs), which will require the additional staffing addressed in our September 99 Newsletter, there haven't been any changes since CJCSI 3170.01A was promulgated. The steps described below are meant to summarize the procedures established in SECNAVINST 5000.2B.

**For issues going to JROC:** N810 will not allow your issue to be presented to JRP/JRB/JROC until it has been staffed through N80 and N8 front office to verify compliance with the overall Navy program plan.

## Procedures for ACAT I Programs

**Initial Review.** ACAT I documents are reviewed by all CINCs and Services. While the resource sponsor (R.S.) staffs the document within OPNAV, N810 facilitates the staffing outside the Navy in a concurrent process. (We're here to help.)

- R.S.: Route the initial draft document for O6-Level review to N091, N51, N80, N81 and N83 as a minimum, and to all other applicable N-codes that may have interest in your document. Provide N810 an electronic copy of your document as an e-mail attachment or on a disk. Use the signature page format in SECNAVINST 5000.2B (Page II-11 for MNS, page II-32 for CRD/ORD).

- Once you complete initial OPNAV O-6 Level review, if there are no major issues, N810 will staff the document to the Joint Staff (J8) for routing throughout the Joint Staff, the other Services and the Unified CINCs. Per the new CJCSI 3170.01A, you must also provide an analysis summary for

each Key Performance Parameter threshold and objective before N810 submits your document to J8, who will route the document to other Services, J-codes, and to USJOINTFORCESCOMMAND for review of interoperability KPPs.

- The other Services will assess Joint applicability and assign a Joint Potential Designator (JPD) based on this assessment. J8 then collect these inputs, as well as the applicable certifications from J2/J4/J6 (Intelligence, Insensitive Munitions and C4I/interoperability, respectively), and USJFCOM, and sends them to N810.

- N810 then route the appropriate certifications to the R.S..

- Once R.S. has received inputs, it is your responsibility to adjudicate comments. These comments will be categorized as "Critical", "Substantive" or "Administrative". Critical comments must be resolved or they could lead to non-concurrence.

**CRITICAL.** A critical comment can result in nonconcurrence with the document at the flag-level review. If a nonconcurrence exists after flag review the document may still be allowed to proceed to the Joint Requirements Panel (JRP) pending resolution. The briefing to the JRP will outline the unresolved issue(s). **ALL possible efforts should be made to resolve critical comments as early as possible.**

**SUBSTANTIVE.** A substantive comment is provided because a section in the document appears to be – or is – potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections.

**ADMINISTRATIVE.** An administrative comment corrects what appears to be a typographical, format, or grammatical error.

**Flag Endorsement.** After you survey the initial review inputs and make appropriate changes, R.S. will staff the document for flag endorsement.

- Provide N810 an electronic copy of the final draft document as an e-mail attachment or on a disk. Use the signature page format in SECNAVINST 5000.2B (Page II-12 for MNS, and page II-33 for CRD/ORD). Send your document to N091, N51, N80, N81,

N83 and all other applicable N-codes that received your document for the initial review. You must include a comment resolution matrix in which you would address the O-6 level comments received. N81 will forward a copy to J8 for distribution to the other services, the Joint Staff and the Unified CINCs.

**Validation and Approval.** Prepare your submission package with the final document and the original Flag-level endorsement signatures. For ORDs, you must also include a draft APB and a funding profile. The funding profile should be a PowerPoint slide format summary of funding across the FYDP, easily referenced to the APB funding data. Funding should be characterized as fully funded, partially funded, or unfunded. For approval in support of Milestone I, also submit copy of the AOA results.

- Following OPNAV Flag endorsement and return of comments collected by J8, N810 will forward the document to N8 and the VCNO for endorsement. N810 will also schedule briefings to the Joint Requirements Panel (JRP), the Joint Requirements Board (JRB) and JROC. The JROC is chartered to validate and approve ACAT I MNS. For ACAT I CRDs and ORDs, the JROC will validate KPPs and then either retain approval authority or choose to delegate approval authority to the CNO (in the case of a Navy document). Upon final approval, either by the JROC or the CNO, N81 will serialize and promulgate the document.

★ For all programs, regardless of ACAT level: When submitting a document for approval, provide a point paper that includes a summary of recent programming actions affecting the program. For ACAT I, this point paper will be broader, and include a brief summary of the document.

## Procedures for ACAT II to IV Programs

**Initial Review.** As with ACAT I programs, Navy ACAT II to IV program documents

are reviewed both inside and outside the Navy staff. The difference is that the Joint Staff (J8) does not get involved in the process and they do not go before the JROC (with the exception of JROC special interest programs). USJFCOM will review all ORDs, regardless of ACAT, for compliance with the Interoperability KPP requirement.

- Submit the initial draft document for O6-Level review. Provide N810 an electronic copy of your document as an e-mail attachment or on a disk. Use the signature page format in SECNAVINST 5000.2B (Page II-11 for MNS, and page II-32 for CRD/ORD). Send your document to N091, N51, N80, N81 and N83 as a minimum. You should add all applicable OPNAV N-codes that may have an interest in your document.

- In addition to providing an initial review to you, N81 will staff the document to the other services for JPD assessment, and to the Joint Staff (J2, J4 and J6) for intelligence, insensitive munitions and C4I certification, respectively, as required. (J6 will route the document to USJFCOM for review of Interoperability KPP.)

- The other services will assess Joint applicability and assign a JPD based on this assessment. These are forwarded to N81 as well as the applicable certifications from J2/J4/J6. N81 will forward the JPDs and the interoperability certifications to you.

**Flag Endorsement, Validation and Approval.** After you analyze the initial review inputs and make appropriate changes, you will staff your document for flag endorsement.

- Provide N810 an advance electronic copy of your document as an e-mail attachment or disk. Use the signature page format in SECNAVINST 5000.2B (Page II-12 for MNS, page II-33 for CRD/ORD). Include **all** the N-codes that received your document for initial review. A comment resolution matrix is also desirable.

- Prepare your submission package with the final document and the original Flag-level endorsement signatures. For ORDs you must also include a draft APB and a funding profile. Funding should be characterized as fully funded, partially funded, or unfunded. For approval in support of Milestone I, also submit copy of the AOA results.

- Forward your package to N8, via N81. Provide a point paper that includes a summary of recent programming actions affecting the program. N81 will endorse and forward the document package to N8 for approval.

- After N8 approves the document, the package returns to N81 for serialization and official distribution.

## Hints That May Help Expedite the Staffing Of Your Document

- Include an electronic copy of your document in Microsoft Word Format.
- Include in your cover letter/memo as much relevant information as possible for the reviewer (i.e., the acquisition Milestone it supports, date of the planned Program Decision Meeting or Program Review, specific changes to the document if any, etc.)
- Contact N810 early in your planning process to ensure you have the most recent guidance before staffing your document.

## Welcome aboard to CAPT(S) John Ingram!

CDR John Ingram has reported aboard N810. John is an ED AP, and reports from PEO(TSC). John will serve as N810B, as well as the acquisition advisor to N8 and N8B. John's expertise in the acquisition community is a continuation of our effort to more closely link the requirements and acquisition processes, so that we can better serve our customers in the acquisition world. Welcome aboard, John!

## Answers To Questions Submitted By Readers

**Q: I am still confused with the new paragraph 8, on "Program Affordability", in the revised ORD format. Could you explain what type of "cost" I am supposed to address in this paragraph?**

**A:** Your cost figure should be stated in terms of what you want to evaluate. In other words, the cost "type" that affects your program and/or the cost type(s) that should be most closely scrutinized during the program maturity. (i.e., Total Ownership Cost, Initial Procurement, Cost per flight hour, RDT&E, Operation and Maintenance, etc.). The cost figure should be stated in terms of a threshold and objective (not necessarily a KPP) in order to provide flexibility to allow for program evolution and Cost As Independent Variable (CAIV) trade studies. Inclusion of cost allows the sponsor to emphasize affordability early in the proposed program. The cost will be extracted from the ORD and included in the cost section of the Acquisition Program

Memorandum (APB). If you want to include cost as a KPP, you have to be able to explain how it will be tested during the T&E phase.

**Q: The revised format and procedures for the CRDs and ORDs in the new CJCSI 3170.01A are significantly different from the DOD 5000.2R. I understand that the DoD Regulation will be revised to reflect the CJCSI changes. When will this happen?**

**A:** The Defense Acquisition Policy Working Group (DAPWG) met on 9 September 1999 to kick off the initial planning of what will be a significant change in the DoD 5000.2-R. Dr. Gansler, USD(A&T), has directed an aggressive schedule that should result in a new regulation to be signed out early next year. This re-write effort will include not only the alignment of DOD 5000.2-R to CJCSI 3170.1A, but also the implementation of initiatives in reduction in acquisition cycle time, an effort to transition DoD procedures

to the use of commercial methods and simulation-based acquisition, among others.

Contact N810 with your questions, suggestions, or comments at



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Visit our Web Page on the SIPRNET in the OPNAV SIPRNET: (<http://ww2.cno.navy.smil.mil>) by following the links to N81, Assessment Division, and then to N810, Requirements and Acquisition Branch.